



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

NOV 9 2017

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

Serena McIlwain, Assistant Regional Administrator  
Environmental Management Division  
Region 9  
Environmental Protection Agency  
San Francisco, CA

Dear Ms. McIlwain:

Senior management has approved your reassignment to the SES position of Performance Improvement Officer, ES-0340-00. This position is located in the Office of the Administrator, Immediate Office. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 60 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 60 calendar day notice period, we can make your reassignment effective November 26, 2017. If you have any questions about this conversion, please contact Howard Barnett at (202) 564-0394.

Sincerely,

A handwritten signature in black ink that reads "Vickie H. Tellis".

Vickie H. Tellis, Acting Director  
Executive Resources Division

Attachment:  
Acknowledgement of Reassignment

### **ACKNOWLEDGMENT OF SES REASSIGNMENT**

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Performance Improvement Officer, located in the Office of the Administrator, Immediate Office with an official duty station of Washington, DC.

I wish to:

wait the full 60 calendar day notice period prior to this reassignment. (please check block)

I wish to:

waive the 60 calendar day notice period and have the reassignment effective November 26, 2017. (please check block)

Signature:



Date:

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Please fax a signed copy to Howard Barnett at (202) 564-9612.